

DEPARTMENT OF PESTICIDE REGULATION  
DETAILED DESCRIPTIONS OF FUNCTIONS

## **1.0 Product Registration [Program Cost Accounting (PCA) Code 10000]**

### **1.1 *New Active Ingredient***

#### **1.1.1 *Intake and Indexing***

Include staff time and operating expenses and equipment (OE&E) costs in this activity for the following tasks: receiving the registration submission; logging the registration into mail log database; creating a record in the tracking database; indexing scientific data studies; preparing and mailing receipt letter to registrant; filing new data studies in the library; and forwarding the package to the registration specialist and providing future access to, and circulation of, those studies. Do not include time and costs pertaining to the data entry of tracking information into the separate tracking systems of the Medical Toxicology and Worker Health and Safety Branches, these amounts should be recorded under Activity 1.1.3.

#### **1.1.2 *Technical Evaluation***

Include staff time and OE&E costs in this activity for the following tasks: screening the submission; requesting any additional information from the registrant; reviewing the registration to determine its nature; identifying deficiencies (but not returning the deficient submission—these amounts should be recorded in Activity 1.1.2.1) and, if the product is new or substantively changed, forwarding it for a scientific review; processing registrations; issuing licenses; and processing, approving, and filing labels.

##### **1.1.2.1 *Return Deficient Submissions to Registrants***

Only include staff time and OE&E costs for the activities involved in returning submissions that are deemed to be insufficient. The costs associated with identifying deficient submissions should be recorded under Activity 1.2.1.

#### **1.1.3 *Scientific Evaluation***

Include staff time and OE&E costs in this activity for the following tasks pertaining to the scientific evaluation: directing the registration submission to the appropriate discipline/workstation for scientific reviews; evaluating the data submitted; preparing, finalizing, and distributing an evaluation report either to support or not support registration; and assembling evaluations from each workstation for a final decision. The following workstations conduct scientific reviews of the product: Chemistry, Fish and Wildlife, Microbiology, Pest and Disease, Plant Physiology, Medical Toxicology, Worker Health and Safety, Environmental Monitoring, and Enforcement. Do not include time and costs pertaining to the review of research authorizations, emergency exemption Section 18 products, structural pest control device registrations, insignificant exposure determinations, or study protocols in support of registration; these amounts should be recorded under Activity 1.3.

#### ***1.1.4 Notification and Decision***

Include staff time and OE&E costs in this activity for tasks pertaining to notification and decision. For products that do not have major deficiencies or significant adverse effects identified during the evaluation process proposing registration, posting a 30-day public notice for comment; posting a 30-day public notice regarding registration of the product; registering the product; responding to public comment; issuing a license; and entering label data into the database. For products with deficiencies, requesting additional data or missing items from registrants; proposing denial of the registration; posting a 30-day public notice for comment; performing a subsequent scientific evaluation for those registrants that submit the additional data; and denying registration to those that do not submit additional data. For products with significant adverse effects, proposing for denial of registration; posting a 30-day public notice for comment; posting a 30-day final public notice denying registration; and denying registration. Annual renewals are also noted for public comment.

### ***1.2 Pesticide Product Registration***

#### ***1.2.1 Intake and Indexing***

Include staff time and OE&E costs in this activity for the following tasks: receiving the registration submission; logging the registration into mail log database; creating a tracking record in the tracking database; indexing scientific data studies; preparing and mailing receipt letter to registrant; filing new data studies in the library; and forwarding the package to the registration specialist and providing future access to and circulation of those studies. Do not include time and costs pertaining to the data entry of tracking information into the separate tracking systems of the Medical Toxicology and Worker Health and Safety Branches, these amounts should be recorded under Activity 1.2.3.

#### ***1.2.2 Technical Evaluation***

Include staff time and OE&E costs in this activity for the following tasks: screening the submission; requesting any additional information from the registrant; reviewing the registration to determine its nature; identifying deficiencies (but not returning the deficient submission—these amounts should be recorded in Activity 1.2.2.1) and, if the product is new or substantively changed, forwarding it for a scientific review; processing registrations; issuing licenses; and processing, approving, and filing labels.

##### ***1.2.2.1 Return Deficient Submissions to Registrants***

Only include staff time and OE&E costs for the activities involved in returning submissions that are deemed to be insufficient. The costs associated with identifying deficient submissions should be recorded under Activity 1.2.2.

#### ***1.2.3 Scientific Evaluation***

Include staff time and OE&E costs in this activity for the following tasks pertaining to the scientific evaluation: directing the registration submission to the appropriate

discipline/workstation for scientific reviews; evaluating the data submitted; preparing, finalizing, and distributing an evaluation report either to support or not support registration; assembling evaluations from each workstation for a final decision. The following workstations conduct scientific reviews of the product: Chemistry, Fish and Wildlife, Microbiology, Pest and Disease, Plant Physiology, Medical Toxicology, Worker Health and Safety, Environmental Monitoring, and Enforcement. Do not include time and costs pertaining to the review of research authorizations, emergency exemption Section 18 products, structural pest control device registrations, insignificant exposure determinations, or study protocols in support of registration; these amounts should be recorded under Activity 1.3.

#### ***1.2.4 Notification and Decision***

Include staff time and OE&E costs in this activity for tasks pertaining to notification and decision. For products that do not have major deficiencies or significant adverse affects identified during the evaluation process, proposing registration; posting a 30-day public notice for comment; posting a 30-day public notice regarding registration of the product; registering the product; responding to public comment; issuing a license; and entering label data into the database. For products with deficiencies, requesting additional data or missing items from registrants; proposing denial of the registration; posting a 30-day public notice for comment; performing a subsequent scientific evaluation for those registrants that submit the additional data; and denying registration to those that do not submit additional data. For products with significant adverse effects, proposing for denial of registration; posting a 30-day public notice for comment; posting a 30-day final public notice denying registration; and denying registration. Annual renewals are also noted for public comment.

### ***1.3 Special Registration Activities***

Include staff time and OE&E costs in this activity for the following: reviewing and issuing research authorizations; reviewing and issuing emergency exemption Section 18 products; reviewing and registering structural pest control devices; reviewing study protocols; preparing responses to requests for insignificant exposure determinations; consulting with the U.S. Environmental Protection Agency (U.S. EPA) on federal registration issues; and preparing scientific evaluations for tolerance setting and exposure estimates for U.S. EPA and the Interregional Research Project No. 4 (IR-4).

### ***1.4 Reevaluation***

Include staff time and OE&E costs in this activity for the following tasks related to the reevaluation of products that may adversely affect human health and the environment: reviewing evidence that supports initiation of reevaluation; reviewing requests from stakeholders for reevaluations; defining obligations for registrants under the reevaluation; evaluating data submitted by registrants; preparing notices and correspondences to registrants; conducting meetings with stakeholders regarding reevaluation. Time and costs under this section are limited to the administrative aspects of issuing the notices, identifying the products, and

keeping track of the submissions. In contrast, the reevaluation activities under Mitigation of Environmental Hazards involves the scientific determination and evaluation of the risks associated with registered products.

**1.5    *Outreach***

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR's services and programs, or for proactive assistance in complying with DPR requirements or participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to stakeholders on the interpretation of new laws and regulations. See a more detailed description of outreach attached.

**1.6    *Policy/Legislative/Regulation Development and Review***

Include staff time and OE&E costs in this sub-activity for tasks to develop or provide input on internal and external legislation, policies and procedures that relate to pesticide registration.

**2.0 Risk Assessment (PCA Code 20000)**

**2.1    *SB 950: Data Quality and Potential Adverse Effects***

Include staff time and OE&E costs in this activity for determining that chronic toxicity studies meet the mandates of SB 950; determine if toxicity studies demonstrate adverse health effects; and determine if the toxicology data demonstrating the adverse health affects are adequate to enable the evaluation of human health risks.

**2.2    *Risk Characterization***

Include staff time and OE&E costs in this activity for the following tasks related to human health risk assessments: determining the risk of adverse human health effects occurring under normal use conditions; evaluating all routes of exposure including dietary, air, residential, occupational; determining media specific exposure levels at which there is reasonable certainty that human health effects will not occur; developing a Risk Characterization Document (RCD) or Health Effects Document; preparing documents and reports to DPR staff, registrants and the public pertaining to the risk assessment process; obtaining/providing input on a RCD from both internal and external stakeholders, and responding to their comments; conducting a peer review and finalizing documents for release to the public; responding to public inquiries regarding toxicological properties of pesticides; reviewing and providing input on state, federal, and international guidelines regarding risk characterization; and collaborating with U.S. EPA and international regulatory agencies.

### **2.3 *Exposure Assessment***

Include staff time and OE&E costs in this activity for the following tasks: evaluating pesticide labels and use data to identify exposure scenarios, reviewing exposure studies, conducting statistical analyses of data, and assessing pharmacokinetics of pesticides to develop pesticide exposure assessment documents pursuant to the Birth Defects Prevention Act and the Toxic Air Contaminant Program; coordinating with the Medical Toxicology Branch on the development of risk assessments; obtaining/providing input on exposure assessment documents from both internal and external stakeholders, and responding to their comments; conducting peer reviews and finalizing documents for release to the public; reviewing and providing input on state, federal, and international guidelines regarding pesticide exposure; collaborating with U.S. EPA and international regulatory agencies on exposure assessment documents; serving on steering committees to provide technical support to registrants in developing exposure databases; reviewing exposure study protocols developed by registrants and other parties; and responding to public inquiries regarding pesticide exposure.

### **2.4 *Special Toxicology Review Activities***

Include staff time and OE&E costs in this activity to review emergency determinations of potential human impacts resulting from illegal residues of pesticides on agricultural commodities and coordinate Proposition 65 activities with the Office of Environmental Health Hazard Assessment (OEHHA).

### **2.5 *Toxic Air Contaminants/Environmental Fate***

Include staff time and OE&E costs in this activity for the following tasks: preparation of the report that evaluates pesticides as candidate TACs; coordinating with the ARB, OEHHA, and the Scientific Review Panel (SRP) on review and revision of documents developed for the SRP; preparation of environmental fate section for risk assessments; and prioritization of pesticides for risk assessment.

### **2.6 *Policy/Legislation/Regulation Development & Review***

Include staff time and OE&E costs in this activity for the following tasks: developing departmental program policies and procedures regarding data quality and adverse effects, risk characterization, exposure assessment, toxic air contaminants, and other issues pertaining to risk assessment; and providing input on external policies and procedures that may impact risk assessment requirements and processes.

## **3.0 Licensing and Certification (PCA Code 30000)**

### **3.1 *Exams***

Include staff time and OE&E costs in this activity for the following tasks: developing and updating examination content; developing/revising study guides; processing applicant registrations; managing examination logistics; scheduling examination locations and dates; generating examination reminder notices; coordinating and proctoring examinations; receiving and collating completed

examinations; scoring examinations; generating statistics; validating examination results (generating examinee identification file and scores; verifying that examinee identification file matches actual examination; reviewing database to confirm that score matches examinee identification and name); producing plastic license card; and notifying applicants of examination results.

### **3.2     *Accreditation of Courses***

Include staff time and OE&E costs in this activity for the following tasks: receiving and processing continuing education sponsorship request forms; processing payments and cashiering; determining whether class/meetings comply with statutory criteria; determining and approving hours by category; assigning course identification number and hours by category; posting current list of accredited classes and meetings on Web site; mailing approved continuing education forms to sponsors.

### **3.3     *New Licenses***

Include staff time and OE&E costs in this activity for the following tasks: receiving requests and mailing applications for licenses; receiving applications and fees; logging receipt of applications and checks; depositing payment into bank account; preparing and coding report of collections breakdown form; determining whether applicant has met either the individual requirements or business requirements, as appropriate; contacting (via letters) applicant regarding deficiencies; processing license documents; mailing applicant letter with new license or certification card; creating file folder and index.

### **3.4     *Renewal Licenses***

Include staff time and OE&E costs in this activity for the following tasks: generating and mailing renewal letters; receiving renewal applications and fees; logging receipt of applications and checks; depositing payments into bank account; preparing and coding report of collections breakdown form; reviewing applications for completeness; generating problem letters for deficiencies; generating licenses; mailing renewal letters and licenses; and filing renewals into file folders.

### **3.5     *License Amendments***

Include staff time and OE&E costs in this activity for the following tasks: responding to requests for changing addresses, names, pest control categories, etc; revising and mailing licenses; generating problem letter if applicant is deficient; updating files.

### **3.6     *Outreach***

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR's services and programs, or for proactive assistance in complying with DPR requirements or participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to

stakeholders on the interpretation of new laws and regulations. See a more detailed description of outreach attached.

### **3.7 *Policy/Legislative/Regulation Development & Review***

Include staff time and OE&E costs in this subactivity for tasks to develop or provide input on internal and external legislation, policies, regulations, and procedures that relate to pest control licensing and certification.

## **4.0 Permitting and Pesticide Use Reporting (PCA Code 40000)**

### **4.1 *Intake and Validation***

Include staff time and OE&E costs in this activity for the following tasks: receiving and checking the format of electronic pesticide use reporting (PUR) files submitted by 55 counties and requesting that counties resubmit files if they are corrupt or unreadable. Receiving and creating electronic files for PUR data submitted by Lassen, Trinity and Calaveras Counties. Transferring files to File Transfer Protocol Server; validating county data; investigating errors by reviewing product labels and the PUR database; loading records that pass all validation checks into the PUR database; and updating the product label and PUR databases. Creating and mailing error reports to appropriate counties so that they may correct the error(s); receiving corrected reports from counties; and entering corrections in the PUR database.

### **4.2 *Reporting, analysis and technical resource services***

Include staff time and OE&E costs in this activity for the following tasks: conducting trend analyses and preparing and publishing reports using the PUR database; mailing hardcopies of statewide summary reports to counties and libraries; emailing county summary reports to counties; mailing hardcopies of “top five sites” report to counties; posting all reports on the DPR web site; and preparing CDs with PUR database; enhancements, quality control, software and hardware upgrades, set user accounts, and provide technical support.

### **4.3 *Support for Restricted Material Permit Program***

Include staff time and OE&E costs in this activity for providing database report and upgrades to county offices, assisting county staff with training and troubleshooting, providing coordination and integration of the pilot Restricted Materials Management System and establishing Restricted Materials Permit Program and PUR data entry program.

### **4.4 *Outreach***

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR’s services and programs or for proactive assistance in complying with DPR requirements or participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to

stakeholders on the interpretation of new laws and regulations. See a more detailed description of outreach attached.

#### **4.5 *Policy/Legislative/Regulation Development & Review***

Include staff time and OE&E costs in this sub-activity for tasks to develop or provide input on internal and external legislation, policies, regulations and procedures that relate to collection and analysis of pesticide use and restricted materials permit data.

### **5.0 Monitoring/Surveillance (Continuous Evaluation) (PCA Code 50000)**

#### **5.1 *Ground Water Monitoring Activities***

Include staff time and OE&E costs in this activity for the following tasks: identifying pesticides with the potential to pollute ground water; conducting general ground water sampling and field studies; conducting specific ground water sampling; writing reports; formally reviewing pesticides found in ground water due to legal agricultural use; maintaining a statewide database of wells sampled for pesticides; preparing an annual summary report of the statewide data based on wells sampled for pesticides and submitting it to the Legislature and other state agencies; analyzing statewide climate, soils, and depth to ground water data for contaminated areas to determine what causes pesticide movement to ground water; and developing and updating draft of Pesticide Management Plan (federal program) for ground water protection; developing policies; communicating information (report development, website information, etc.) and outreach; developing and evaluating sampling and analytical methods, protocols and standard operating procedures; warehouse management.

#### **5.2 *Surface Water Monitoring Activities***

Include staff time and OE&E costs in this activity for the for the following tasks: monitoring surface water for pesticides; coordinating with the State Water Resources Control Board and regional water agencies; reviewing the rice herbicide program; participating in intra-agency committees such as the Sacramento River Watershed Program's OP Focus Group; giving talks and presentations on various subjects relating to surface water; conducting bioassessments; and maintaining a statewide database of surface water sampled for pesticides. Developing policies and regulations; managing contracts; developing and distributing outreach materials; developing and evaluating research and monitoring methodologies, protocols, and standard operating procedures (SOPs); writing reports; developing and refining computer models that represent the behavior of pesticides in water.

#### **5.3 *Air Quality Monitoring Activities***

Include staff time and OE&E costs in this activity for tasks pertaining to the Air Quality Protection Program. Assisting in prioritizing pesticides for monitoring as candidate toxic air contaminants (TACs); requesting the Air Resources Board (ARB) to conduct monitoring for candidate TACs and for federal hazardous air pollutants that are already TACs, and recommend locations for monitoring;



evaluating monitoring reports submitted by the ARB; monitoring levels of fumigants in air; and running computer programs to model levels of fumigants in air; performing Volatile Organic Compound (VOC) activities, performing emission inventory activities; evaluating pesticide drift including computer modeling, and data analysis; developing policies; developing and evaluating research and monitoring methodologies, protocols and SOPs; writing reports; developing and refining computer models that represent the behavior of pesticides in air.

#### **5.4 *Pesticide Illness Surveillance***

Include staff time and OE&E costs in this activity for the following tasks: reviewing physicians reports of potential pesticide-related cases, routing reports to county agricultural commissioners, and maintaining a tracking system of reports sent and reviewed; collecting, tracking, and evaluating illness and injury cases; abstracting data from cases and entering data into a registry; analyzing pesticide illness and injury data for trends; evaluating illness and injury reporting systems; providing technical support to Exposure Assessment and mitigation Program on chemical-specific illnesses; and conducting peer reviews of exposure assessment and mitigation documents and exposure monitoring studies.

#### **5.5 *Special Monitoring Programs***

Include staff time and OE&E costs for conducting activities pertaining to pest management and eradication projects and environmental fate and exposure projects. Specific activities may include developing pesticide analytical methods, sampling environmental media, compiling and analyzing monitoring data, giving presentations at meetings and conferences, and monitoring for Native Americans and Lompoc.

#### **5.6 *Market Surveillance Program***

Include staff time and OE&E costs in this activity for tasks pertaining to market surveillance. Determining the sample size; selecting sites for market surveillance; sampling produce from California channels of trade (wholesale, chain store distribution centers, point of entry, point of origin, and retail sites). Completing Produce Sample Analysis Reports (PSAR) and delivering with produce samples to the assigned laboratory in California.

Entering information from completed PSARs and laboratory results into database; preparing annual market surveillance report and posting report and residue data to DPR's Web site; and providing data to Medical Toxicology Branch.

Include staff time and OE&E costs in this activity for the following tasks pertaining to the *USDA Pesticide Data Program (PDP) (federal contract)*: reviewing PDP proposals and providing comment; preparing and administering federal contract and budget; collecting samples of selected commodities in all regions of the state and shipping those samples to CDFA and other state laboratories; maintaining records and database; attending USDA training sessions and meetings; and analyzing federal reports. USDA – PDP and Microbiological Data Program.

**5.7 *Exposure Monitoring (Human Health)***

Include staff time and OE&E costs in this activity for the following tasks: assisting county agricultural commissioners with pesticide related illness and injury investigations to collect health-based information; conducting exposure and residue studies to collect data on potential exposure scenarios and to assess regulatory requirements; operating a quality control program for exposure and residue studies; evaluating data and preparing scientific reports; coordinating with regulatory agencies on hazardous materials response plans, training, and investigations; conducting peer reviews of exposure monitoring studies; providing input on exposure study designs requested under re-evaluation, and reviewing exposure study protocols, exposure studies, and registration data.

**5.8A *Reevaluation***

Include staff time and OE&E costs in this activity for the following tasks related to the reevaluation of products that may adversely affect the environment: reviewing evidence that supports initiation of reevaluation; reviewing requests from stakeholders for reevaluations; defining obligations for registrants under the reevaluation; and evaluating data submitted by registrants.

**5.8B *Outreach***

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR's services and programs or for proactive assistance in complying with DPR requirements or participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to stakeholders on the interpretation of new laws and regulations; conducting outreach with farm workers, health professionals and other stakeholders on the impacts of pesticide exposure; conducting outreach with physicians and health professionals to improve reporting. See a more detailed description of outreach attached.

**5.8C *Policy/Legislative/Regulation Development & Review***

Include staff time and OE&E costs in this sub-activity for tasks to develop or provide input on internal and external legislation, policies and procedures that relate to monitoring/surveillance activities.

**6.0 Mitigation of Human Health Risks (PCA Code 60000)**

**6.1 *Human Health Mitigation (Include Environmental Monitoring Activities on ambient air and offsite movement)***

Include staff time and OE&E costs in this activity for the following tasks: developing mitigation strategies and proposals based on scientific data for

pesticides that have unacceptable risks to humans associated with exposure (inhalation from ambient air and off-site, dermal, dietary from food and drinking water); obtaining/providing input on mitigation proposals from both internal and external stakeholders, and responding to their comments; conducting a peer review of mitigation documents and finalizing documents for release to the public; developing proposed label changes, regulations (includes rulemaking process), and other strategies for implementing mitigation measures; coordinating mitigation implementation with DPR Branches, registrants and other stakeholders; and developing training programs for mitigation implementation.

## **6.2 *Industrial Hygiene***

Include staff time and OE&E costs in this activity for the following tasks: evaluating and recommending personnel protective equipment, administrative, and engineering controls; conducting follow-up evaluations of potentially hazardous workplaces identified by stakeholders; consulting with industry, and regulatory agencies on industrial hygiene practices; assisting CACs with pesticide-related illness and injury investigations with an industrial hygiene emphasis; developing and providing training to CAC staff and external stakeholders on workplace hazards and industrial hygiene practices; coordinating program activities with Cal/OSHA and other occupational agencies and organizations.

## **6.3 *Worker Protection***

Include staff time and OE&E costs in this activity for the following tasks: reviewing technical and scientific data to assess worker health impacts of pesticide use; preparing health and safety recommendations for incorporation into worker safety, enforcement, and registration regulations and outreach materials; evaluating government/industry reports addressing worker protection issues and preparing analyses of the impacts on the program; conducting or participating in studies related to farm worker training; collaborating with stakeholders on worker safety regulations; coordinating worker protection program improvement activities with local, state and federal agencies and external stakeholders; and preparing work plans and reports under the U.S. EPA Cooperative Agreement.

## **6.4 *Reevaluation***

Include staff time and OE&E costs in this activity for the following tasks related to the reevaluation of products that may adversely affect human health and the environment: reviewing evidence that supports initiation of reevaluation; reviewing requests from stakeholders for reevaluations; defining obligations for registrants under the reevaluation; and evaluating data submitted by registrants; preparing notices and correspondences to registrants; and conducting meetings with stakeholders regarding reevaluation.

## **6.5 *Outreach***

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR's services and programs or for proactive assistance in complying with DPR requirements or

participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to stakeholders on the interpretation of new laws and regulations. See a more detailed description of outreach attached.

#### **6.6 *Policy/Legislative/Regulation Development & Review***

Include staff time and OE&E costs in this sub-activity for tasks to develop or provide input on internal and external legislation, policies and procedures that relate to pest management, pest control licensing and certification, and collection and analysis of pesticide use restricted materials permit data.

### **7.0 Mitigation of Environmental Hazards (PCA Code 70000)**

#### **7.1 *Ground Water Mitigation Activities***

Include staff time and OE&E costs in this activity for the following tasks: developing mitigation strategies and proposals based on scientific data for pesticides that have unacceptable risks to the environment from contaminants in ground water; obtaining/providing input on mitigation proposals from both internal and external stakeholders, and responding to their comments; conducting a peer review of mitigation documents and finalizing documents for release to the public; developing proposed label changes, and other strategies for implementing mitigation measures; coordinating mitigation implementation with DPR Branches, registrants and other stakeholders; and developing training programs for mitigation implementation. Do not include time and costs pertaining to the mitigation activities involving human health; these amounts should be recorded under Activity 6.1.

#### **7.2 *Surface Water Mitigation Activities***

Include staff time and OE&E costs in this activity for the following tasks: developing mitigation strategies and proposals based on scientific data for pesticides that have unacceptable risks to the environment from contaminants in surface water; obtaining/providing input on mitigation proposals from both internal and external stakeholders, and responding to their comments; conducting a peer review of mitigation documents and finalizing documents for release to the public; developing proposed label changes, and other strategies for implementing mitigation measures; coordinating mitigation implementation with DPR Branches, registrants and other stakeholders; and developing training programs for mitigation implementation. Do not include time and costs pertaining to the mitigation activities involving human health; these amounts should be recorded under Activity 6.1.

#### **7.3 *Air Quality Mitigation Activities (Non-Human Health Activities)***

Include staff time and OE&E costs in this activity for the following tasks: developing mitigation strategies and proposals based on scientific data for

pesticides that have unacceptable risks to the environment from contaminants in air; obtaining/providing input on mitigation proposals from both internal and external stakeholders, and responding to their comments; conducting a peer review of mitigation documents and finalizing documents for release to the public; developing proposed label changes, SIP development and implementation, and other strategies for implementing mitigation measures; coordinating mitigation implementation with DPR Branches, registrants and other stakeholders; developing training programs for mitigation implementation; determining whether additional mitigation measures are necessary for TACs, drafting regulations to adopt additional mitigation measures in regulation; and drafting regulations to adopt TACs in regulation. Do not include time and costs pertaining to the mitigation activities involving human health; these amounts should be recorded under Activity 6.1.

#### **7.4     *Phytotoxic Residues (Does not include Environmental Monitoring Activities)***

Include staff time and OE&E costs in this activity for the following tasks: (needs tasks from Enforcement Branch); review of pertinent data for the phytotoxic residue issue; consultation with registrants and other interested parties; coordination of activities with other DPR Branches; developing mitigation strategies based on scientific data; obtaining/providing input on mitigation proposals from both internal and external stakeholders and responding to their comments; developing proposed label changes, regulations (includes rulemaking process), and other strategies for implementing mitigation measures; coordinating mitigation implementation with DPR Branches, registrants and other stakeholders; and developing training outreach programs for mitigation implementation.

#### **7.5     *Endangered Species Project***

Include staff time and OE&E costs in this project for performing activities related to interim measure bulletins, county maps, applicator training materials, compliance assistance (including web-based application of bulletins), and conflict resolution with regard to the endangered species project.

#### **7.6     *Reevaluation***

Include staff time and OE&E costs in this activity for the following tasks related to the reevaluation of products that may adversely affect the environment: reviewing evidence that supports initiation of reevaluation; reviewing requests from stakeholders for reevaluations; defining obligations for registrants under the reevaluation; and evaluating data submitted by registrants. Time and costs under this section involves the scientific determination and evaluation of the risks associated with registered products. In contrast the reevaluation activities under Registration is limited to the administrative aspects of issuing the notices, identifying the products and keeping track of the submissions.

### **7.7 Outreach**

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR's services and programs or for proactive assistance in complying with DPR requirements or participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to stakeholders on the interpretation of new laws and regulations. See a more detailed description of outreach attached.

### **7.8 Policy/Legislative/Regulation Development & Review**

Include staff time and OE&E costs in this sub-activity for tasks to develop or provide input on internal and external legislation, policies, regulations and procedures that relate to environmental programs.

## **8.0 Pest Management Programs (PCA Code 80000)**

### **8.1 School IPM Program**

Include staff time and OE&E costs in this project for preventing children's exposure to pesticides by facilitating adoption of integrated pest management in schools; developing and maintaining School IPM Web site with scientific material; developing and maintaining an IPM Guidebook; providing IPM training to school districts, providing general education about the law requirements and IPM through presentations and articles; conducting surveys of school districts on pest management practices; establishing and supporting external and internal advisory groups.

### **8.2 Pest Management Grants Program**

Include staff time and OE&E costs in this project for performing activities related to completing alliance grant contracts for remaining grants; revising the grant program for the future, incorporating recommendations from the contracted grant program assessment, emphasizing collaborative problem-solving with industry on priority problems such as VOCs, TMDLs, Ag Waivers, etc.

### **8.3 Pest Management Activities**

Include staff time and OE&E costs in this project for conducting IPM Innovators Program, including soliciting and evaluating nominations and conducting awards event; compiling and publishing a list of biological control suppliers; developing questions for county biologist pest management examinations; making technical presentations on pest management to professional organizations; representing DPR on scientific pest management issues with industry and other state and federal agencies CACs, etc.

### **8.3.1 *Integrated Pest Management Innovators***

Include staff time and OE&E costs in this project for conducting IPM Innovators Program soliciting and evaluating nominations and conducting awards event.

### **8.3.2 *Technical/Scientific Resource Services***

Include staff time and OE&E costs in this project for working with industry to implement pest management practices that prevent environmental and human health problems (e.g. Winegrape Performance for Sustainability project, etc.); summarizing previous grant work to solve DPR's current environmental or human health problems using IPM tools; providing DPR with information on agricultural and urban pest management (IPM seminars, etc.); representing DPR on various workgroups and committees by contributing pest management and IPM expertise (e.g. UC agricultural committees, Pollution Prevention Advisory Committee, California Environmental Education Interagency Network, etc.); providing technical/scientific consultation as needed to integrate IPM into the regulatory process (e.g. county exam questions, prioritizing registrations for minor crops, assessing progress by growers in changing use of pesticides, etc.). When possible, work is placed in sub-categories listed below.

#### **8.3.2.1 *Surface Water Mitigation/Prevention Activities***

Include staff time and OE&E costs in this activity for the following tasks: developing mitigation/prevention strategies and proposals incorporating IPM, based on scientific data for pesticides that have unacceptable risks to the environment from contaminants in surface water; obtaining/providing input on mitigation/prevention proposals from both internal and external stakeholders, and responding to their comments; conducting a peer review of mitigation/prevention documents; commenting on proposed label changes, regulations (includes rulemaking process), and other strategies for implementing mitigation/prevention measures; and participating in training programs for mitigation/prevention implementation. For example, include Almond PESP project, report on Almond Pest Management Assessment and Organophosphate Use, surface water committees, etc. Do not include time and costs pertaining to the mitigation activities involving human health; these amounts should be recorded under Activity 6.1.

#### **8.3.2.2 *Air Quality Mitigation/Prevention Activities***

Include staff time and OE&E costs in this activity for the following tasks: developing mitigation/prevention strategies and proposals incorporating IPM, based on scientific data for pesticides that have unacceptable risks to the environment from contaminants in air; obtaining/providing input on mitigation/prevention proposals from both internal and external stakeholders, and responding to their comments; conducting a peer review of mitigation/prevention documents; commenting on proposed label changes, regulations (includes rulemaking process), and other strategies for implementing mitigation/prevention measures; participating in

mitigation/prevention implementation; and training programs for the same. Do not include time and costs pertaining to the mitigation activities involving human health; these amounts should be recorded under Activity 6.1.

#### **8.5    *Outreach***

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR's services and programs or for proactive assistance in complying with DPR requirements or participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to stakeholders on the interpretation of new laws and regulations. See a more detailed description of outreach attached.

#### **8.6    *Policy/Legislative/Regulation Development & Review***

Include staff time and OE&E costs in this sub-activity for tasks to develop or provide input on internal and external legislation, policies, regulations and procedures that relate to pest management.

### **9.0 Enforcement (PCA Code 90000)**

#### **9.1    *County Oversight***

Include staff time and OE&E costs in this activity for the tasks pertaining to implementation of the pesticide enforcement program.

Identifying priorities and developing a prioritization plan of performance objectives and strategies; negotiating enforcement work plans with each CAC; preparing an annual evaluation on the effectiveness of the county program; consulting with CACs on the pesticide enforcement program including investigations, proposed enforcement actions, label interpretations, or emerging trends; researching and analyzing various data sources; and advising CAC of DPR policies, procedures, and developing issues.

Assessing the level of compliance by the regulated industry with pesticide laws and regulations; identifying factors leading to noncompliance; documenting direct observations of oversight inspections with CAC and recording data from observations of county commissioner's staff; entering data into a compliance-tracking database. Measuring compliance through surveys including data evaluation and field activities.

##### ***9.1.1. Training***

Include staff time and OE&E costs in this activity for the following tasks: evaluating training resources; identifying areas to target training for CAC staff



(including enforcement and technology support); coordinating and developing training materials; preparing and updating training manuals and materials; developing and providing training to county agricultural commissioner staff on investigative procedures and report writing; conducting training at CAC offices.

### **9.2 *Pesticide Misuse Investigations***

Include staff time and OE&E costs in this activity for the following tasks: determining the need for an investigation of pesticide misuse; preparing the investigation plan; conducting the field investigation; and completing forms. Preparing a case file and filing it at the appropriate regional office; preparing status reports and closing letters as requested; evaluating the case and determining whether enforcement action is appropriate; and initiating enforcement action. Working on tasks pertaining to unauthorized residues or authorized residues above tolerance levels. Informing field staff to locate and quarantine the crop in the field or the produce in its current site; taking enforcement actions against growers; and issuing an order for crop abatement or orders to cease and desist, seize/hold produce, seize crop, or prohibit harvest. Providing Legislative Analysis & Agency support (anti-terrorism).

### **9.3 *Enforcement Actions***

Also include staff time and OE&E costs in this activity for the following tasks pertaining to *DPR Administrative Civil Penalties*: Determining if an administrative civil penalty is required and sending a NOPA to a respondent; making an offer to settle with the respondent and/or conducting a hearing with respondent; preparing findings of fact, Notice of Final Decisions (NOFD), and Director's Order (Order); signing NOFD and Order; providing appeal procedures to the respondent; and levying a civil penalty if respondent's appeal does not lead to a reversal of decision.

### **9.4 *Outreach***

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR's services and programs or for proactive assistance in complying with DPR requirements or participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to stakeholders on the interpretation of new laws and regulations. See a more detailed description of outreach attached.

### **9.5 *Policy/Legislative/Regulation Development & Review***

Include staff time and OE&E costs in this sub-activity for tasks to develop or provide input on internal and external legislation, policies, regulations and procedures that relate to enforcement activities.

## **10.0 Mill Assessment/Product Compliance (PCA Code 11000)**

### **10.1 *Collections***

Include staff time and OE&E costs in this activity for the following tasks: printing and mailing quarterly mill assessment forms; receiving and logging completed forms; logging received mill amounts; cashier functions for processing and depositing checks; reporting revenue; checking for appropriateness and accuracy of totals, penalty amounts, agricultural / non-agricultural amounts, quantities, and payments; flagging errors; making telephone calls and writing letters to address problems associated with mill payments; pursuing legal action to address persistent problems; entering sales and quantity data into the Mill Assessment Database; and preparing Annual Pounds Sold Report.

### **10.2 *Disbursements to Counties***

Include staff time and OE&E costs in this activity for distributing to CACs their mill assessment allocation. Providing quarterly fund projections to CACs; using the final Pesticide Regulatory Activities report data and the MS Excel file to determine the allocation of mill disbursements to CACs; adjusting the disbursement as needed to reflect the effectiveness evaluations; and preparing information and reports necessary for mill assessment disbursement to CACs. Administer and oversee the Pesticide Regulatory Activities Monthly Report (PRAMR); reviewing each CAC's PRAMR; entering data into an MS Access database; corresponding with CACs to discuss any data problems; evaluating data and preparing a report.

### **10.3 *Evaluate Trends in the Value of the Mill***

Include staff time and OE&E costs in this activity for the following tasks: plan, organize, and conduct research of industry and market trends to determine their potential impact on the Department of Pesticide Regulation Fund (DPRF); determine the range of financial and economic activities that may impact the DPRF; compile and analyze data involving the financial condition of the DPRF; perform financial and fund condition forecasting; make revenue projections and determine the value of the Mill for the development and preparation of DPR's fund condition statement.

### **10.4 *Product Compliance Program***

Include staff time and OE&E costs in this activity for tasks pertaining to the product compliance program. This sub-activity pertains to all program areas involved in identifying and following up on unregistered pesticide products and product labeling non-compliances, including Mill Collection, Auditing (sales data of unregistered products and calculation of penalties), compliant referrals, and inspections.

Selecting sites for registration compliance monitoring, assigning and tracking complaint referrals; conducting inspections; reviewing product labels, registrations, and associated literature; and summarizing and documenting inspection findings. If the product is confirmed as unregistered or misbranded, informing the seller and issuing a notice of violation (NOV); initiating an enforcement action; and coordinating with the Office of Legal Affairs in pursuing enforcement actions. Entering of all compliance related findings in the product compliance database.

#### **10.5 *Audits***

Include staff time and OE&E costs in this activity for auditing randomly selected registrants, dealers, and brokers to confirm accuracy of mill payments, and assuring payment compliance.

#### **10.6 *Outreach***

Include staff time and OE&E costs in this activity for the following tasks: conducting presentations to stakeholders about the value of DPR's services and programs or for proactive assistance in complying with DPR requirements or participating in DPR programs; representing DPR at informational forums, community gatherings, and other events targeted at increasing stakeholder awareness; developing and distributing informational material about DPR and its roles and responsibilities; holding a seminar to provide compliance assistance to stakeholders on the interpretation of new laws and regulations. See a more detailed description of outreach attached.

#### **10.7 *Policy/Legislative/Regulation Development & Review***

Include staff time and OE&E costs in this activity for the following tasks: developing departmental program policies and procedures regarding mill assessment collection and distribution, auditing and product compliance activities and providing input on external policies and procedures that may impact program requirements and processes.

### **11.0 Administrative (PCA Code 13000)**

#### **11.1 *Information Technology***

Include staff time and OE&E costs in this activity for the following tasks: providing network, server and desktop support; providing application development and support; administering internal and external websites; providing all aspects of IT project management, including coordination, support and oversight. The ITB provides both strategic and tactical support to the County Agricultural Commissioners restricted materials permitting and pesticide use reporting functions.

#### **11.2 *Personnel Actions***

Include staff time and OE&E costs in this activity for the following tasks: interpreting and administering laws and rules governing all personnel practices;

preparing and executing actions to classify positions and appoint incumbents; providing DPR with eligible candidates by conducting civil service examinations; developing and implementing departmental personnel policy and procedures; providing information, training and assistance to managers, supervisors and employees in all personnel related areas; interpreting and administering labor contract provisions; administering DPR's payroll transactions and benefits, health and safety, and training programs.

**11.3 *Contract Management***

Include staff time and OE&E costs in this activity for developing and administering departmental contracts.

**11.4 *Business Operations***

Include staff time and OE&E costs in this activity for the following tasks: managing forms and records; purchasing equipment and supplies; managing property/assets; coordinating recycling efforts; facilitating services in areas of telecommunications, fleet administration, and security.

**11.5 *Budget/Fiscal management***

Include staff time and OE&E costs in this activity for the following tasks: maintaining the budget during the operating year; monitoring the DPR Fund revenues and expenditures; representing DPR with the Department of Finance; and the Legislative Analyst Office regarding budgetary matters; preparing financial reports; scheduling invoices for payment; processing and posting all revenues received from the mill assessment, the issuance of licenses, renewals and exams, and the registration of pesticide products.